

**COLORADO NORTHWESTERN COMMUNITY COLLEGE
JOB DESCRIPTION**

POSITION TITLE: Human Resources Assistant

DEPARTMENT: Administration

REPORTS TO: Director of Human Resources

SUPERVISES: Work-Study students as necessary

FLSA: FACULTY _____ APT X COACH _____

DOCUMENT STATUS: New/**Date:** 7/28/2017 **Revision #** 2 **Date:** 1-14-2022

TRAVEL: Occasional

SICK LEAVE: 10 hours/month **ANNUAL LEAVE:** 15 hours/month

COLLEGE-WIDE X **CAMPUS:** X **RANGELY** _____ **CRAIG** _____

ABOUT COLORADO NORTHWESTERN COMMUNITY COLLEGE:

Colorado Northwestern Community College (CNCC) fosters educational excellence and student success, prepares students for local and global citizenship, anticipates and responds to the needs of surrounding communities, and contributes to evolving regional economic development. CNCC is a small, rural community college located in Northwest Colorado with campuses located in Rangely, CO and Craig, CO. CNCC offers an exceptional experience to employees with outdoor activities, wildlife, and small rural communities.

The College has various unique programs including Aviation Technology (Flight), Aviation Maintenance Technology, National Park Service Academy and the Paleontology Plan of Study. We also offer great opportunities for our students in Nursing, Dental Hygiene, Emergency Medical Services and Automotive Technology. The college provides AA, AS, AAS, and certificate programs so students have excellent choices in their degree plans.

GENERAL SUMMARY:

The Human Resources Assistant is responsible for completing a variety of tasks to support the daily operations of the HR Department. This includes, but is not limited to, the accurate administration and data entry of Payroll, Benefits, FMLA and Workers Comp compliance.

PRIMARY DUTIES:

- Data entry for all employees, both campuses. This includes: all completed new hire paperwork transferred from the Director concerning all new permanent employees; all new hire paperwork for part time hourly employees
- Complete the FLAC process for Biweekly and Monthly payroll processing
- All data entry for BW and MN payrolls. Work closely with the Payroll department
- Attend all monthly HR/Payroll meetings (WebEx or phone)
- Oversee the updating and maintenance of the employee staffing pattern and organizational chart to insure accuracy
- Work with the HR Director to assure all new hire paperwork is complete. This includes adjunct instructors, student hourly, and non-student hourly
- Assist HR Director in training personnel as needed regarding leave requests, completing timesheets, leave benefits and procedures, fringe benefits and general campus information

- Under the direction of the HR Director, communicate with employees concerning their benefits and open enrollment as needed
- Contact Benefit Carriers for additions, changes and terminations
- Reconciliation of Anthem/Delta Dental/VSP/PERA
- FMLA/Worker's Comp - Complete proper paperwork and submit to the proper agents. Keep up to date and accurate records throughout the time of FMLA and/or Workers Comp claims. Maintain confidential separate workers comp and FMLA claims and files. Keep the HR Director informed of employee claims
- ACA Reporting - Track and monitor hours worked by temporary and part time employees as well as applying the look back period policy to ensure compliance with the HealthCare Reform Act
- Set-up and maintain confidential personnel records and files through BDM scanning
- Complete required yearly reports related to HR/Payroll and Benefit Administration
- Perform other duties as assigned by the HR Director

ESSENTIAL QUALIFICATIONS

This job requires any equivalent combination of knowledge, skills, abilities, education, and/or experience as indicated below:

1. Education and Training:

Associate's Degree in Business Administration, HR or related field (A combination of 5+ years work experience and education will also be considered)

2. Licensure/Certification:

Valid Driver License

3. Equipment Skills:

Advanced computer skills, including data entry, data processing, communication tools and payroll and human resources software

4. Other Qualifications:

- Knowledge of administrative tasks and responsibilities
- Excellent verbal and written communication skills
- Problem-solving skills and resourceful thinking
- Leadership and coaching skills
- Strong empathy and interpersonal skills
- Detail-oriented with excellent organizational skills
- Attention to detail and analytically driven

PREFERRED QUALIFICATIONS

1. Education and Training:

Bachelor's Degree in Business Administration, HR or related field

2. Other Qualifications:

BANNER Software experience

APPLICATION INSTRUCTIONS:

All interested and qualified applicants are asked to submit a cover letter, resume and three letters of recommendation, along with a completed Colorado Northwestern Community College application for exempt employment to the Department of Human Resources.

Review of applications will begin immediately.

Colorado Northwestern Community College is an Equal Opportunity Employer

Colorado Northwestern Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to all students, employees and other designated groups.

ESSENTIAL FUNCTIONS

In an 8 hour workday, this job requires:

N/A = Not Applicable

R = Rarely (less than ½ hour per day)

O = Occasionally (1/2 - 2.5 hours per day)

F = Frequently (2.5 - 5.5 hours per day)

C = Continually (5.5 - 8 hours per day)

Physical Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Sitting					X	Computer data entry
Stationary Standing			X			Talking with employees in hallway
Walking			X			Meeting employees in other areas of the college.
Ability to be Mobile					X	Ability to walk to various campus offices
Crouching (bend at knees)		X				
Kneeling/Crawling		X				
Stooping (bend at waist)			X			
Twisting (knees/waist/neck)			X			
Turn/Pivot			X			
Climbing		X				
Balancing		X				
Reaching Overhead			X			
Reaching Extension			X			
Manual Dexterity					X	Key board data entry
Pushing/Pulling						
1 - 10 lbs.					X	Moving files
11 - 20 lbs.		X				Possibly during benefit fair
21 - 35 lbs.	X					
36 - 50 lbs.	X					
51 - 75 lbs.	X					
76 - 100 lbs.	X					
Lifting/Carrying						
1 - 10 lbs.					X	Moving files
11 - 20 lbs.		X				Possibly during benefit fair
21 - 35 lbs.	X					
36 - 50 lbs.	X					
51 - 75 lbs.	X					
76 - 100 lbs.	X					

Other physical demands:						
Sensory Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Talking in Person					X	Major portion of the position.
Talking on Telephone					X	Major portion of the position.
Hearing in Person					X	Major portion of the position.
Hearing on Telephone					X	Major portion of the position.
Vision for close work					X	Major portion of the position.
Other Sensory Requirements						
Environmental Requirements	N A	R	O	F	C	Comments
Safety requirements (i.e. clothing, safety equipment required, activities performed)	X					
Exposures (i.e. fumes, chemicals, vibrations, humidity, cold, heat, dust, noise, blood & body fluids)		X				
Operation of equipment, tools, vehicles			X			Driving between campuses, and to Denver. Printers, copiers, BDM machine
Required hygiene standards (food handling, clean, contaminated, and sterile equipment, etc.)		X				During benefit fair
Other environmental requirements:						

This Job Description reflects Colorado Northwestern Community College’s best effort to describe the essential functions and essential qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

Employee Review: _____ Date: _____

Supervisor Review: _____ Date: _____